

## **Zip Books Statistics Reporting Procedures for FY20-21**

***This is an overview of the statistics reporting procedures for all Zip Books libraries, including Zip Books items purchased with local library funds. The data provided will give us a better understanding of your library's Zip Books program and will be used in our reports to the California State Library. Instructions are provided below for each tab in the "FY20-21 Zip Books Statistics Reporting Form". This form can be found online at <https://northnetlibs.org/statistics-reporting/>.***

1. Individual libraries are responsible for developing and maintaining their own tool to internally track Zip Books. Sample tracking tools are shared online on the Zip Books website at <https://northnetlibs.org/policies-and-best-practices/>.
2. Statistics should be tracked from the 1<sup>st</sup> of the month to the last day of the month.
3. Use the provided Excel spreadsheet titled "FY 20-21 Zip Books Statistics Reporting Form" to compile your library's statistics for the month. Formulas have been built into the form to help your library track your growth over the fiscal year. You can also hover over the question cells to get additional notes on what data should be entered. You may need to scroll the page all the way to the left to see the notes pop-up. Cells with notes will have by a red triangle at the top right corner.
4. The statistics reporting form should be emailed to [nuesca@northnetlibs.org](mailto:nuesca@northnetlibs.org) by the 15<sup>th</sup> day of the following month. For example, July's statistics should be submitted by August 15<sup>th</sup>. Deadlines may be adjusted due to holidays or reporting schedules, and notification will be provided via email.

### **Monthly Statistics**

5. If your library is using grant funds, only two statistics need to be reported each month: the running total of first-time Zip Books users and the number of Zip Books items added to the library collection that month.
6. Use the "MONTHLY Statistics" tab to report these statistics. Only use the other tabs if they apply to your library's situation.
7. Any comments or feedback received from patrons, such as those that would be captured in patron satisfaction surveys, can be included under Comments/Feedback. Library staff are also encouraged to provide feedback.



### ***Local Library Funded Statistics***

8. If your library is using local library funds to supplement your Zip Books program, we ask that you track and report those statistics separately on the “LOCAL LIBRARY FUNDED Statistics” tab. The only statistic that does not need to be tracked separately is the running total of first-time Zip Books customers served since launch. Since it is a running total for your program, the number reported for your local library funded statistics should be the same as it is on your regular monthly statistics.
9. If your library has chosen to expand the normal Zip Books parameters while using local library funds, we ask that you only report the numbers for items that comply with our established parameters. This means that DVDs, music CDs, e-books, and adult fiction best-sellers should not be counted and reported.
10. Libraries should refer to the “[Zip Books Procedures for Using Local Library Funding](https://northnetlibs.org/zip-books-resources/)” document for additional information regarding supplementing your Zip Books program. You can find this on the Invoicing page under Zip Books Resources (<https://northnetlibs.org/zip-books-resources/>).

### ***Optional Statistics***

11. Supplemental statistics no longer need to be tracked and reported. Note that April’s supplemental statistics for FY19-20 were cancelled due to COVID-19. Instead, these statistics are now optional and can be reported if your library already tracks this data as part of your normal procedures.
12. Use the “OPTIONAL Statistics” tab to report any supplemental statistics that you may track, such as the number of Zip Books items ordered by format or by category. You do not need to complete all the questions listed.

If you have any questions, please contact the Zip Books Project Coordinator ([nuesca@northnetlibs.org](mailto:nuesca@northnetlibs.org)).

